



State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

April 26, 2004

TO: PROSPECTIVE APPLICANTS

SUBJECT: ADDENDUM TO THE MALE INVOLVEMENT PROGRAM (MIP)
APPLICATION REQUEST FOR APPLICATION (RFA) OFFICIAL
WRITTEN SUMMARY OF THE APPLICANT CONFERENCE

Enclosed is the official written responses to questions asked at the Applicant's Conference for the Male Involvement Program (MIP) Request for Application (RFA) held on April 12, 2004. This summary is being sent to each individual requesting the original RFA and to all individuals in attendance at the Applicants' Conference.

Also, enclosed are the REVISED PAGES to the MIP RFA:

1. Page 8: Definitions
Correction: Added "Formal Referral Mechanism."
2. Page 10: Target Populations
Correction:
 - A. Pre-sexually active "**male**" adolescents
 - B. Sexually active "**male**" adolescents
 - C. Parenting "**male**" adolescents
 - D. Young "**male**" adults at-risk for fatherhood and /or absentee fatherhood.
3. Page 36: Service Learning
Correction: Community service program in which "**male**" youth are enrolled. The activities provide structured time for "**male**" youth to reflect on their service

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experience. The difference between service learning and community service is that service learning incorporates activities that provide structured time for “male” youth guided reflection on the service.

4. Page 42: Clinical Services Collaboration and Linkages

Correction: If an applicant is a Family PACT provider, a letter of commitment **is** required.

5. Page 54: Community Needs Assessment

Correction: The word “serving” should be deleted. The text should read. “The prevalence of teen and unintended births, teen parents, absentee fathers and/or parents or other adults in the community to be served.”

6. Page 57: Evaluation Plan

Correction: Delete “A step by step outline of how the applicant plans to accomplish the Local Evaluation requirements such as measurement tool development; data collection and analysis, and a feedback loop.” Replace with “A description of the application outline step by step...” should read “A description of the applicant’s step by step outline of how the...”

7. Page 57: L. BUDGET, BUDGET JUSTIFICATION AND MATCH DOCUMENTATION

Correction: Letter L. should read BUDGET & BUDGET JUSTIFICATION

8. Page 60: Budget and Justification

Correction: Added #6. Incentives: Inclusion of budget allocation of a maximum of 1% for food incentives.

9. Page 62: Budget and Justification

Correction: Item J, “subcontractors detailed budget and justification is required”.

10. Page 108: Appendix VIII – Budget Justification Sample

Correction: The amount \$2,000 for food incentives will be changed to reflect the allowable 1% \$1,499 of the total budget.

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11. Page 162: Attachment III; Applicant Checklist
Correction: Moved "Letters of Commitment & Memorandum of Understanding (MOU) to Male Involvement Program Collaborative Roster (Attachment V)
☐ Letter(s) of Commitment, if applicable
☐ Memorandum(s) of Understanding (MOU), if applicable
12. Page 162: Attachment III; Applicant Checklist
Correction: Clinical Linkage Service Collaboration will be located after Male Involvement Program Collaborative Roster and before the Community Needs Assessment.
13. Page 162: Attachment III: Applicant Checklist
Correction: Project Description, the page limit has been changed to "not to exceed six (6) pages."
14. Page 168: Attachment VI: School Agreement Form
Correction: beginning July 1, 2004 through June 30, 2005.

If you have questions regarding the enclosed information please contact: Martha Torres-Montoya, Chief, Health Education Section, (916) 650-0451.

Sincerely,

Original signed by Anna Ramírez

Anna Ramírez, M.P.H., Chief
Office of Family Planning

Enclosures

economic status. Development of a workforce that reflects the race, ethnicity, and/or other societal factors present in the population served.

Current Applicant - Any agency funded by OFP as a Lead Agency through MIP, I&E, CCG, or TSO within the last three fiscal years (FY01-02, FY02-03, FY03-04).

Curriculum Based - A written plan with specific content designed to deliver information in an educational format. The DHS/OFP has specific criteria associated with curriculum guidelines. Please refer to **Appendix IX** for details.

Family PACT Program - A state program that provides comprehensive family planning services to low-income men and women with a family income at or below 200 percent of the federal poverty level with no other source of family planning coverage. Eligible persons are individuals at risk of pregnancy or causing pregnancy who do not qualify for Medi-Cal and do not have access to health insurance. Eligibility is determined at the provider's office with point of service activation of a client membership card.

Formal Referral Mechanism – The Process must be more than a mere referral to a Family PACT provider. The formal referral system should address issues around scheduling and maintaining appointments, transportation, tracking, follow-up and the provision of teen sensitive services.

Direct Cost - Any cost that can be identified with specific activity requirements of the grant.

Goal - A broad statement of the project's intent and/or objective.

Grant Agreement - A statutorily based formal agreement between the DHS and a successful applicant agency awarded funds for the implementation of a TPP local project. A grant agreement is similar to a state contract in that it delineates how the grant funds are to be spent; the services to be provided by the applicant, the budget, the evaluation process and payment provisions. Grant agreements are exempt from review and approval from the Department of General Services.

Hot Spot - Specific geographic areas designated by DHS where teen birth rates are equal or higher than the state average.

Indirect Cost Rates/Overhead - An amount or pro rata shares of salaries and benefits attributable to common or joint functions and activities of an organization.

In-kind Services - Non-monetary resources and services contributed by an entity/individual to assist the program in carrying out its goals, objectives, and activities.

Lead Agency - The agency with whom the State has a formal written grant agreement.

Letter of Commitment – A letter documenting the applicant's ability to provide services to the target population(s) at agencies specified in the application. It is commitment from agencies who will be providing specific services to the applicant. Refer to "Letter of Commitment Guidelines" (**Appendix X**).

Unintended Pregnancy –A pregnancy that was not planned or wanted at the time conception occurred, irrespective of whether contraception was being used (Institute of Medicine, The Best Intentions, 1995).

Volunteer – A person providing services without compensation.

I. TARGET POPULATIONS

The populations targeted for the strategies designed to meet the goals of this RFA include but are not limited to:

- A. Pre-sexually active male adolescents
- B. Sexually active male adolescents
- C. Pregnant and parenting adolescents
- D. Parents and families, and adult caregivers
- E. Young adults males at-risk for unintended pregnancy and/or absentee fatherhood
- F. Youth serving personnel (e.g. teachers, faith leaders, counselors, community workers, coaches, etc)

The number of target populations selected for the application is limited per the guidelines for developing projects under VII. Program Information, B. Funding Levels. (Please refer to Part One, Section VII, “Program Information,” “B. Funding Levels,” for the minimum and maximum requirements on target populations to be selected). Additional target populations other than those outlined may be selected and addressed by local programs; however, the prevention strategies proposed and the target populations must be consistent with the MIP Program goals and fully justified in the application. The community planning process (described in Section XII, “Community Collaboration, A. Collaboration for Planning”) and the needs assessment process required (Section XIV, “Community Needs Assessment”) will assist applicants to define other target populations beyond those listed above. This may include ethnic/cultural groups, youth under court supervision, young men in jails, foster youth, and youth at risk of unintended pregnancy for example.

Applicants are required to define the target population in the proposed Scope of Work. The applicant should define and provide adequate information regarding the target population(s) to be served and demonstrate the need for the strategy selected.

This RFA delineates target populations. Applications may target adolescents at the middle school age level and above. Activities will be supported in the elementary schools if the community planning process and needs assessment identify this target population to be at risk. Additionally, “sexually active” as used in this RFA includes any type of sexual activity, i.e. any and all types of kissing, petting, mutual masturbation, oral sex, anal sex, as well as vaginal sex--not only sexual intercourse. Pre-sexually active adolescents are teens or pre teens not engaging in any type of sexual activity.

Target populations in terms of age are intentionally open-ended and non-specific in order to give applicants the latitude to define the target populations according to the need in the community. Young adults are defined as persons between the ages of 18-24 years of age.

c) Life Skills Education

Topics and activities may cover but are not limited to: the importance of thoughtful consideration of if and when to start a family, how to nurture familial partnerships, the importance and value of education and employment to personal and familial accomplishment, identification of career options and unique skills and talents, job interview skills and work readiness, career/job shadowing, and sustaining current employment.

6. Service Learning

Youth learn and develop through active participation in thoughtfully organized service that is conducted in the community and meets the needs of the community. Activities are coordinated with an elementary school, secondary school, institution of higher education or community service program, and along with the community, help foster civic responsibility. Activities are integrated into and enhance the academic curriculum or the educational components of the community service program in which youth are enrolled. The activities provide structured time for youth to reflect on their service experience. The difference between service learning and community service is that service learning incorporates activities that provide structured time for youth guided reflection on the service experience and community service does not. The Executive Summary of "Emergency Answers" by Douglas Kirby, Ph.D. has an in-depth review of service learning. This executive summary is included in the Resource Document that is being released with this RFA.

7. Peer Provided Services

Adolescents provide prevention and/or educational services as part of the project strategy. This approach includes recruiting, training, supervising and assigning male adolescents to participate in activities and provide a positive influence on their peers by modeling behaviors, offering new opportunities to others, conveying norms, assisting others in accessing services and presenting direct messages about development and healthy choices. For example, peer male adolescents may work as outreach workers, peer educators may conduct classroom sessions or organize community events, or peer providers may be involved in non-medical services such as education, registration, and telephone follow-up.

8. Clinical Linkage Services/Clinical Outreach- Required for All MIP Projects

Establishment of referral systems between the proposed Male Involvement Program and Family PACT providers to ensure target populations have access to reproductive health care and contraceptive services. While Clinical Linkages is a separate strategy, proposals must demonstrate efforts to incorporate referrals to clinical services in all other strategies of the program. This strategy will include the development of referral and tracking mechanisms.

9. Train the Trainer

Youth-serving personnel receive training to work with target populations listed in this RFA in order to accomplish the goals of this RFA. Training sessions are not necessarily curriculum based and the delivery can be less than eight (8) hours in duration. Examples of such positions include: Teachers, Group Home Counselors, Shelter Counselors, Foster Parents, Scout Leaders, Sport Coaches, or Health Providers.

XIII. CLINICAL SERVICES COLLABORATION AND LINKAGES

All applicants must demonstrate collaboration and formal referral mechanisms with one or more Family PACT providers by providing documentation of these established referral mechanisms in the application. Established referral linkages between the pregnancy prevention program and clinical services providers are essential to assure that all teens and young adults have access to reproductive health services. These services are vital to: a) promote normal growth and development during adolescence; and, b) provide information and guidance for making positive reproductive health choices.

It has been long recognized that the ideal situation for teens is postponement of sexual activity because it is the most healthy choice and the best strategy in preventing unintended pregnancy. However, it is obvious that regardless of parents and society's desires for teens to postpone sexual activity, teens are having sex, many are getting pregnant, and many are giving birth. The mere number of teen births and the teen birth rates in California supports this obvious fact.

There are successful approaches that can be implemented to address this problem. The first is to make available the clinical and contraceptive services that can help teens achieve normal expected physical well-being and support healthy growth and development and reproductive health. The second aim is to educate teens about the good reasons why postponement of sex is a healthy choice. For teens that do choose to have sex, the aim is to have the information and services available to them to help them decide to limit their partners and protect themselves from unintended pregnancy and STIs. It is also important for teens that are sexually active to use long term, effective contraceptives; and to use contraceptives correctly, and consistently *all the time*.

The required documentation of clinical referral linkages should be in form of a Formal Letter(s) of Commitment between the applying agency and one or more Family PACT provider(s). These Letters of Commitment may be with one or more Family PACT providers that are currently designated as TeenSMART Clinical Programs or with other Family PACT providers in order to expand access and availability of clinical services to target populations. Applicants may want to partner with Family PACT providers in strategic geographical areas where transportation may be a barrier for target populations.

Letters of Commitment with Family PACT provider(s) must be included in the application. If appropriate for the target population being addressed, applicants may choose to collaborate with current TeenSMART Clinical Program Family PACT Providers—there are 55 designated TeenSMART Clinical Programs throughout the State in **Appendix XIV**.

If an applicant is a Family PACT provider, a letter of commitment ***is*** necessary. However, applicants must indicate that they are a Family PACT provider on the “MIP Project Collaborative Roster” (**Attachment V**) and within the “Clinical Linkages and Collaboration” (G) narrative of the application. Additionally, if an agency/organization is a Family PACT provider and they are not within the same organizational section, the applicant must show an internal formal referral mechanism.

Applicants may also collaborate with Family PACT providers not designated as TeenSMART Clinical Programs who can deliver culturally and linguistically appropriate care to the target populations. For applicants who select teens as a target population and partner with Family PACT providers who want to become TeenSMART Clinical Program, OFP will provide technical assistance once the awards are announced to ensure that enhanced counseling for teens services and reimbursement is provided on an on-going basis.

Title of Assessment	Author/Agency	Date of Assessment	Methods Used For Needs Assessment	Brief Summary of Findings

2. Submit a narrative summary of the above assessments that serve as the foundation for selection of the target population(s) and strategies to be utilized for the proposed MIP project. The narrative must document that the proposed program goals, program design and activities are appropriate to the target population(s) and include:
 - a. **The prevalence of teen and unintended births, and teen parents, and absentee fathers/or parents or other youth adults in the community to be served.**
 - b. Characteristics of the target population(s): Ages, neighborhoods of residence, schools they attend, cultural beliefs and values, religious affiliations, and whether residents are refugees, recent immigrants, or long term community members.
 - c. Conditions that may put the target population(s) at high risk for pregnancy or parenting: Family income levels, number of single-parent households, unemployment rates, and the educational attainment of parents.
 - d. A description of the current teen pregnancy and absentee fatherhood prevention projects and health services in the community: CCG, I&E, TSO and/or Family PACT providers, school-based or school-linked health centers, AFLP and Cal Learn Programs, youth development programs, mentoring programs, tutoring programs, faith based initiatives, and programs for parents of adolescents. Explain why the proposed project is needed and justify how a more comprehensive approach will enhance existing services. Identify the existing gaps in service that will be addressed and/or improvements that will be implemented by the proposed project.
 - e. Information about community attitudes, beliefs and values on the causes, consequences and solutions to teen and unintended pregnancy and absentee fatherhood.
 - f. The identity of existing community assets, resources, and opportunities that will support implementation of the proposed project.
 - g. Anticipated obstacles to implementation of the project and what will be done to avoid or overcome them.
 - h. If the applicant is currently providing services under a CCG, I&E, or TSO grant/contract, changes noted in the target population(s) and/or strategies proposed since the inception of the project to address those changes, and the specific action to be taken to implement the strategies.
3. There are areas in California that have a high teen birth rate but are not included in the census track data. For that reason, it is very important that applicants who propose projects in those areas include the needs assessment information and data source in the "Community Needs Assessment" section of the application.

I. PROJECT DESCRIPTION

This section may not exceed six (6) pages.

The "Project Description" is a narrative explanation of the proposed project. The overall account of the project should clearly depict the "big picture.". Using the information provided in the Scope

K. EVALUATION PLAN

This section shall not exceed three (3) pages.

The “Evaluation Plan” is a narrative description of how the applicant will determine whether project objectives are being achieved along with the Statewide Evaluation requirements. The following information must be included:

- A description of the applicant’s past experience and capacity to collect and report data.
- The name(s) and position(s) of the staff responsible for performing the evaluation. Describe the staff’s experience in performing and completing the required evaluation activities. Indicate the percentage of staff time and the budget amount allocated to support the evaluation. It is mandatory for every agency to designate 10% to 15% of its budget for evaluation activities.
- A description of the applicant’s familiarity and/or experience in securing the necessary approvals for conducting pre- and post-surveys/tests in schools, if a proposed project strategy will be administered in a public school setting.
- If an applicant is currently receiving or previously received OFP Program funds, describe the findings of its statewide and local evaluation activities.

In addition to the information outlined above, submit a narrative of the applicant’s / Evaluation plan. It must include:

- **A description of the applicant’s step-by-step outline, of how the agency plans to accomplish the three levels of Evaluation: Process, Statewide Outcome and Continuous Program Improvement (CPI) requirements, including measurement tool development; data collection and analysis, and a feedback loop.**
- An explanation of the process used to decide the strategy/sub-strategy, e.g., focus groups with the target population, logic modeling.
- An explanation of the applicant’s philosophy regarding evaluation and how it is integrated into overall agency functioning and community level efforts.

L. **BUDGET AND BUDGET JUSTIFICATION**

1. LINE ITEM BUDGET REQUIREMENTS

The application must include a line item budget for the first fiscal year detailing the costs for the project over the first 12 months. Sample Budget and Sample Budget Justification are provided in **Appendix VII and Appendix VIII**, respectively. The amount budgeted for the first year will be the same amount of money budgeted each subsequent year of the grant. The applicant must develop the first year (FY 2004/2005) budget in order to meet the requirements of the grant award and ensure successful project implementation. The budget must be realistic and cost-effective. The OFP will review the proposed budget to determine its cost effectiveness and appropriateness to the proposed Scope of Work. Budget projections for all subsequent fiscal years must be provided on the “Application Cover Sheet” (**Attachment I**).

The final grant amount may differ from that requested in the application. If the amount of funding is modified, then a revised budget will be negotiated and resubmitted. OFP may use final budgets and scopes of work to evaluate funding utilization and appropriateness.

d. Operating Expenses

Allowable operating expenses are those expenditures exclusive of personnel services and benefits necessary for performance of the grant terms. Such expenses must be grant related and incurred during the term of the grant. The following categories of operating expenses must be identified:

- 1) **General Expenses:** This category includes all general costs of the operation of the project not identified as equipment, travel, subcontractor, consultant, or other costs. Examples of such expenses are office supplies, equipment maintenance, computer software, telephone, postage, duplication, and other consumable operating costs. Furniture and office equipment with an acquisition cost of \$4,999 or less per unit (including tax, installation and freight) are general expense items.
- 2) **Space Rent/Lease:** The cost of renting or leasing office space must designate the total square feet and the cost per square foot. Under state standards, it is permissible to reimburse up to a maximum of 100 square feet of office space per FTE.

The cost for renting classroom or meeting space (e.g., at a community or youth center) is allowable but should be prorated to the time of actual use.

- 3) **Printing:** Identify the costs of printing, duplication and reproduction of materials used under the MIP Program. Costs of printing more than ten percent of the total grant must be justified and reflected in the grant agreement.
- 4) **Equipment Rental:** Rented or leased equipment must be budgeted as an operating expense. Lease-purchase agreements or options are prohibited and not a valid grant related expense.
- 5) **Audit costs:** The cost of the mandatory financial audit by an independent auditor at the end of each fiscal year must be included in the budget. Up to \$3,000 may be budgeted for the financial audit if the total annualized amount of the grant is less than or equal to \$150,000. Up to two (2) percent of the annual grant amount may be budgeted for the financial audit if the annual amount of the grant is greater than \$150,000.
- 6) **Incentives: The cost associated with provisions that allow programs to raise awareness and recruit and maintain participants in the program. These items include collateral such as hats, t-shirts, pens, gift certificates, vouchers, etc. In addition, food incentives is allowable under this category (See prohibitive items 2k). Up to one percent (1%) of the total grant award may be allocated for the purchase of food incentives.**

Reference the specific objective(s) and activities from the Scope of Work that the consultant will be responsible for completing. The maximum payable to a consultant is \$350 per eight hour day.

Reference the specific objectives(s) and activities from the Scope of Work that the subcontractor will be responsible for completing. Subcontractor cost must include detailed budget and justification.

k. Total Subcontractors/Consultants

Indicate the total subcontractor/consultant costs.

l. Other Costs

Costs that are not covered in the operating line items above, but are related to project operations and provision of services, should be identified under this section. Examples of "Other Costs" include training for project staff, volunteers, and/or youth; purchase of educational materials; participant transportation costs; stipends for youth (i.e. peer educators, panel presenters, outreach workers) and costs related to the performance of the objectives not included elsewhere.

Up to five (5) percent of the total amount requested may be allocated to cover agency administrative support to subcontractors. This administrative cost is available only to agencies that have undertaken formal subcontractors and collaborators to provide some portion of the activities for a set amount of the funds.

m. Total Other Costs

Indicate the total of the "Other –Costs".

n. Indirect Costs

Specify indirect costs as a percentage of the total personnel salary and wage costs, including fringe benefits, not to exceed 15%.

o. Total Indirect Costs

Indicate the total amount of the Indirect Costs.

p. Total Amount Requested

Sum of personnel and benefits, operating expenses, equipment purchases, travel and per diem, subcontracts/consultants, other costs and indirect costs (items "a" through "o" above).

4. BUDGET JUSTIFICATION (No Page Limit)

The applicant must provide a Budget Justification narrative for the FY 2004/2005 budget. The budget justification must identify the line item category and the amount of funding, and provide a brief narrative in support of each line item, justify the appropriateness and necessity of the cost to the achievement of the project goals and objectives. For the personnel line items, the budget justification must identify each of the positions/classifications, the number of staff in each position/classification, and reference the specific objectives that each position will be responsible for completing. In addition, a justification is required for the percentage used to calculate fringe benefits. Detailed

BUDGET JUSTIFICATION SAMPLE

Subcontractor Administration -	\$ 503
Participant Transportation - Bus passes for outreach participants	\$ 1,500
Incentives	\$ 4,820
Items such as t-shirts, water bottles, hats, CD's, etc.	<u>\$3,321</u>
Food and refreshments for 3 parent/youth presentations. (Approx. 30 outreach participants at each presentation)	<u>\$1,499</u>

7. Indirect Costs (Not to exceed 15% of Total Personnel and Fringe Benefits) - \$14,040

Indirect costs include costs that accrue in the normal conduct of business that can only be partially attributable to performance of a grant (e.g., administrative expenses such as payroll handling, accounting/personnel expenses, liability insurance coverage, janitorial expenses, security expenses, legal representation, equipment maintenance, etc.) These are costs that a business would accrue even if they were not performing services for the State under a grant.

Total Project Costs (Includes Costs for Evaluation Activities)* - \$149,982

*Evaluation Activities - 10% - 15% of total amount requested. List a breakdown of those evaluation costs that have been included as part of the total budget.

Example at 10%:

Amount Requested: \$15,000

Personnel (Project Director)	\$ 4,600
Personnel (Project Assistant)	\$ 3,000
Subcontract	\$ 4,200
Operating Expenses (Printing and Duplicating)	\$ 1,000
Travel	\$ 2,200
Total	\$15,000

Applicant Checklist/Table of Contents

The items below are required elements of the application. If any of the following items are omitted from the application, the application will be considered incomplete and out of compliance with this RFA will not be reviewed. Please review carefully and check off each item before the application is mailed. Indicate the page number for each section.

Page Number

- ☐ Application Cover Sheet (Attachment I)
- ☐ Agency Information Sheet (Attachment II)
- ☐ Applicant Checklist/Table of Contents (Attachment III)
- ☐ Male Involvement Program Project Profile (Attachment IV)
- ☐ Applicant Capability (3 page limit)
- ☐ Community Collaboration (4 page limit and Attachment V)
- ☐ Male Involvement Program Collaborative Roster (Attachment V)
 - ☐ Letter(s) of Commitment, if applicable
 - ☐ Memorandum(s) of Understanding (MOU), if applicable
- ☐ Clinical Linkage Services Collaboration
- ☐ Community Needs Assessment (3 page limit)
- ☐ Project Description (6 page limit)
- ☐ Scope of Work (Attachment VII for fiscal year 04-05 -no page limit; and one page narrative for each fiscal year 05-06 and 06-07)
- ☐ Evaluation Plan (3 page limit)
- ☐ Budget and Budget Justification
- ☐ Attachment Section
 - ☐ Organizational Chart
 - ☐ Duty Statements
 - ☐ Resumes
 - ☐ List of Board of Directors
 - ☐ Proof of Non-profit Status or Local Health Jurisdiction Resolution
 - ☐ School Agreement Form(s) (Attachment VI)
 - ☐ Curriculum Profile (Attachment VII)
 - ☐ Payee Data Record (Attachment X)
 - ☐ Reference Form (Attachment XII) (New Applicants Only)
 - ☐ *Incoming* Funds by Source Related to Youth and Pregnancy Prevention (Attachment XIII)
 - ☐ *Anticipated* Funds by Source Related to Youth and Pregnancy Prevention (Attachment XIV)

**State of California
Department of Health Services
School Agreement Form**

I, undersigned, as an official representative of the county office of education/school district/school (circle one) listed below, do hereby agree to allow _____, funded under the Office of Family Planning/DHS to conduct Community Challenge Grant Program/Male Involvement Program/Information & Education Program Project activities at my school(s) beginning **July 1, 2004 through June 30, 2005.**

I have reviewed the proposed project and/or curriculum and have received the necessary approval to have it presented to students or other individuals within my jurisdiction.

I, on behalf of my agency, agree that the prospective Male Involvement Program grant can serve:

Estimated total number of participants per year: _____

Age or grade level: _____

Name of school sites: _____

Yes ☐ No ☐ I agree to allow the above agency to deliver the proposed project/curriculum.

Yes ☐ No ☐ I agree that participant data, including ethnicity and grade level, can be collected.

Yes ☐ No ☐ I agree that the above mentioned agency can administer any Male Involvement Program evaluation pre/post surveys.

Agency Name

Phone Number

E-Mail Address

Address: Street/City/Zip Code

Name and Title of Agency Official (Please print or type)

Signature of Agency Official

Date